

Dear Candidate:

Congratulations on completing your 120 hours of didactic and clinical education required for your nursing assistant certification. You are now ready to take the Manual Skills Test.

The Manual Skills Test consists of seven possible scenarios. You will randomly pick one of those scenarios to be tested on and will only have to pass the one scenario to successfully pass your Manual Skills Test. There are several “testable skill” sets that are within each scenario that you will perform for the Rater. The Rater will evaluate your performance for each step in the skill, i.e. occupied bed making, handwashing, taking vital signs, etc. In order to pass the Manual Skills Test you cannot miss any critical steps. You must also successfully complete at least 80% of the non-critical steps. All of these steps are outlined in your **“Procedure Lists for Testable Skills”** packet.

All candidates taking this test are scored on vital signs, handwashing, charting, random skills that are all included in your **“Procedure Lists for Testable Skills”** packet, and pre and post-care skills. In the Manual Skills Test you can assume that you are performing the skills on one person/manikin and you will not be moving from person to person as you would in a nursing home setting. Please familiarize yourself with all the skills as well as the pre and post-care skills that are included in your packet and listed with each skill.

**When you are called into the testing room to take your test, you will be required to show a photo identification. Your photo identification must have full first and last name.** You will be shown around the testing room so you can see where equipment and supplies are located. When you are taking your Manual Skills Test, remember that you are required to actually perform the skills and not just verbalize what you would do to perform the skill. Also, the Rater is not allowed to answer any questions about how skills are performed. You need to come prepared to test.

Equipment for the skills will be available. You will be provided a list of the equipment needed for the skills that you will perform. It will be your responsibility to assemble the equipment for ease of use. You will have no more than 5 minutes to assemble your equipment. This time is **NOT** included in the 30 minutes allowed for the test.

Below is a **sample scenario** to give you an idea of what to expect during your manual skills testing:

You are working in a nursing home and will be caring for Mr. Taylor who is an 88-year old gentleman with a right sided weakness. You will need to wash your hands, take his vital signs, give him a partial bath, get him to the commode and back, and apply anti-embolic stockings. When completed, you will chart the cares given.

As was mentioned earlier, be very familiar with the **“Procedure Lists for Testable Skills”**, and you will do well.

Good luck!!!

**P.S. Don't forget to bring your photo identification and a pen. Be sure to breathe! ☺**

Please refer to the table below for other things to be aware of when taking the test:

**“Nursing Assistant General Manual Skills Testing Guidelines”**

(This will also be posted at the testing center).

Below are generic guidelines to be aware as you test:

- Remember to communicate with the person you are working with even if it is a manikin. Communication means introducing yourself and explaining the procedures which is part of the skills test.
- Collect and organize your equipment in the way that is most efficient for you.
- Once the test begins, you have a maximum of 30 minutes to complete all the assigned tasks.
- You are required to wash your hands at the beginning of the testing scenario. You will be expected to use hand sanitizer at other times during the test as needed.
- The person’s privacy and safety as well as adherence to infection control procedures must be maintained throughout the entire testing scenario.
- You must physically perform each step. Once you start, if you make an error, stop and say so. You may correct yourself, but you will not be given additional time and will be expected to perform the step you missed.
- For this test, side rails are used only for safety during appropriate procedures. Otherwise, they should be in the low position.
- Please note that this test should demonstrate you caring for a real person and performing the care for that person.